



Submitting a Request to Withdraw TRI Data

Facilities that filed a Form R and/or Form A Certification Statement under EPCRA section 313 may submit a request to withdraw their previously submitted data, which is stored in the Toxics Release Inventory Processing System (TRIPS) and made available to the public through Envirofacts and TRI Explorer. Withdrawals are performed on a chemical-specific basis. If EPA withdraws your submission, the chemical release record will be permanently deleted from Envirofacts and TRI Explorer and it cannot be restored afterwards.

1. What are the reasons for withdrawing TRI submissions?

Facilities may request a withdrawal for any of the following reasons:

- WT1 - Did not meet the reporting threshold for manufacturing, processing, or otherwise use
- WT2 - Did not meet the reporting threshold for number of employees
- WT3 - Not in a covered NAICS Code
- WO1 - Other reason(s)

The withdrawal code(s) should be entered in the appropriate place on the form. You may enter up to two withdrawal codes on the form. Some revision requests may require a withdrawal of your submission (Refer to the “How To Revise TRI Data” FAQ for information about revisions). For example, if you wish to revise the chemical name and CAS Number of a previously submitted report, you must first withdraw the certified submission that has the incorrect information before submitting the revised report. For only this type of revision, a withdrawal and subsequent revision of a chemical name on a TRI form will result in the loss of the original submission date.

2. How do I withdraw my submission(s)?

If you have determined that your facility wishes to withdraw a TRI submission, there are two ways you can make your withdrawal request: TRI-MEweb (recommended) or hard copy. TRI-MEweb withdrawals are performed on a per-chemical basis. Hardcopy withdrawals can be performed for all chemicals on the same report. The following sub-sections describe the process of withdrawing using these two methods.



1. TRI-MEweb

The preferred method for requesting a withdrawal of a previously submitted TRI report from Reporting Year 2005 through the current year is *TRI-MEweb*. For a tutorial on how to revise TRI Data using the TRI-MEweb tool, refer to the following site:

http://www.epa.gov/tri/report/trime/ry2011/tutorials/tutorial_index.html

. For more information regarding access to TRI-MEweb, please visit <http://www.epa.gov/tri>. You may also contact the CDX Helpdesk at helpdesk@epacdx.net or call the CDX Helpdesk toll-free at 1-888-890-1995.

TRI-MEweb Basic Instructions:

The preferred method for requesting the withdrawal of a previously submitted TRI Form R or A filed between Reporting Year 2005 (RY05) through the current year is *TRI-MEweb*.

- Log into the Central Data Exchange (CDX) and click “**TRI-MEweb: Prepare Submission.**” This will open the TRI-MEweb Welcome page in a separate window.
- Click on the “**Prepare**” tab to select the appropriate reporting year, and click “**Next.**”
- Select the facility that you would like to access in order to submit a request for withdrawal, and then click “**Next.**”
- Click on the “**Forms**” tab, and then click the “**Withdrawal**” button next to the form you would like to be withdrawn. You will automatically be directed to the next screen to select the reason(s) for withdrawal. After you have selected the appropriate reason(s) for withdrawal code(s), click “**Next.**”
- You will then need to identify the Certifying Official. Finally, once you have entered the information about the certifying official and have selected which reports will be transmitted to CDX, click “**Cancel**” to make any additional changes or click “**Next**” to transmit the form(s) to CDX to be certified.

TRI-MEweb will notify you that the form has been sent to CDX for processing; this may take a few minutes. Click “**Next**” to return to the submission summary page. After a request for withdrawal has been submitted, an e-mail will be sent to both the Certifying Official and the Preparer. The e-mail provides a link to CDX and instructions for certifying a submission, which is the same process for certifying an original Form R or A submission.

2. Hard Copy Form

The preferred method of submitting a withdrawal request is to use *TRI-MEweb*. However, if that is not possible, withdrawal requests may be submitted by hard copy as follows:

1. Reporting Year 2007 and after



You may submit a photocopy of your original submission (from your file). Using blue ink, re-sign and re-date the certification statement on Page 1 and enter the appropriate withdrawal code(s) in the space provided on Page 1 of the form. You do not need to send your Facility Data Profile (FDP) report with your withdrawal request.

2. Reporting Year 2006 and prior

Please submit a photocopy of the form you wish to withdraw (from your file), and attach (as a cover page) Page 1 of the current year's reporting form. Using blue ink, please sign and date the certification statement on this cover page. Since the cover page is from a current year form, it contains a field for recording the withdrawal codes. Enter the appropriate withdrawal code(s) in the space provided.

3. Do I need to inform my state?

Yes. Your withdrawal request must also be submitted to your state, whether you withdraw using *TRI-MEweb* or hardcopy.

4. Will I lose my credit date if I submit a revision after I withdraw my original submission?

Yes. A withdrawal will result in the loss of your original submission date. If you withdraw your submission report and then submit a revised report, the submitted date of the revision will be the date that you certify the revised submission in *TRI-MEweb* or the date you mail the **revised** paper form. A withdrawal and subsequent revision may cause your submission to be late and subject to a notification of non-compliance by EPA.

5. Where do I send my withdrawal request?

You can send the withdrawal requests by regular mail to the following address:

TRI Reporting Center
P.O. Box 10163
Fairfax, VA 22038
Attention: TRI Withdrawal Request



For certified or overnight mail, send withdrawal requests to the following address:

TRI Data Processing Center
c/o CGI Federal, Inc
12601 Fair Lakes Circle
Fairfax, VA 22033
Attention: TRI Withdrawal Request

6. Where Can I Get Additional Help?

More information on how to withdraw TRI submissions, including a list of withdrawal codes, is provided in Section A.5 of the Reporting Forms and Instructions. Information about reporting options and access to TRI-MEweb is available at the following URL: www.epa.gov/tri/report/software/.

A series of registration guides are also available that cover the process to revise a form, withdraw a form, and cancel a pending electronic submission utilizing either the preparer or certifying official roles. These guides are available at <http://www.epa.gov/tri/report/software/trimeweb/index.htm>.

If you need any further assistance revising your submission using TRI-MEweb, contact the CDX Helpdesk at: 1-888-890-1995 or helpdesk@epacdx.net.